

Environmental Standard Operating Procedure			
Originating Office: Environmental Management Departement	Revision: Original	Prepared By: Engineering Division	Approved By: William Moog
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Title: Grease Traps

1.0 PURPOSE

The purpose of this Standard Operating Procedure is to provide environmental guidelines for the management of grease traps.

2.0 APPLICATION

This guidance applies to those individuals working with grease traps aboard MCAS Miramar.

3.0 REFERENCES

- Title 22 CCR Chapter 3, Division 4
- Title 17 CCR Chapter 5,
- San Diego Municipal Code 64.0701, Food Establishment Wastewater Discharge (FEWD) Program
- Storm Water Discharge Management Plan (SWDMP)

4.0 PROCEDURE

4.1 Discussion:

Improper management of grease traps can contribute to an upset to the wastewater treatment process, harm to the environment, and adverse regulatory actions.

4.2 Operational Controls:

The following procedures apply:

1. Ensure cooking residue is not poured directly into the drain. Pots, pans and cooking areas must be wiped prior to washing.
2. Ensure food waste is not disposed of into the garbage disposal. Food waste must be disposed of

directly into the trash.

3. Do not pour waste cooking oil into the drain. Collect waste cooking oil in proper storage container for recycling.
4. Do not wash pans and cooking equipment in unauthorized areas.
5. Ensure floor mats are cleaned inside over a utility sink. Do not wash mats where water will run directly into a storm drain.
6. Perform repairs and maintenance to grease traps in accordance with established Public Works Division procedures; and
7. Inspect each grease traps on a monthly basis.
8. Turnover folder information must be kept for this Standard Operating Procedure.
9. If there are any specific situations or other concerns not addressed by this procedure, contact EMD Office.

4.3 Documentation and Record Keeping:

The following records must be maintained for grease trap management:

1. A logbook documenting grease trap inspections; and
2. Service or cleaning records for grease traps.
3. Inspection and training records.

4.4 Training:

All affected personnel must be trained in this Standard Operating Procedure.

1. Hazard Communication training.
2. General Environmental Awareness training.

4.5 Emergency Response Procedures:

CALL 9-1-1

4.6 Inspection and Corrective Action:

The Environmental Compliance Coordinator (ECC) shall designate personnel to perform monthly inspections on each grease trap. The inspection will be documented in a bound logbook. The ECC shall ensure deficiencies noted during the monthly inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the monthly inspection.

Grease Trap – Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector’s Name:	Signature:

Inspection Items	Yes	No	Comments
1. Are pots, pans and cooking areas wiped down prior to washing cooking residue into the sink? <i>FEWD Permit condition</i>			
2. Is food waste disposed of directly into the trash instead of the garbage disposal? <i>FEWD Permit condition</i>			
3. Is waste cooking oil placed in proper storage container for recycling? <i>FEWD Permit condition</i>			
4. Are wash pans and cooking equipment washed off in proper authorized areas? <i>FEWD Permit condition</i>			
5. Are floor mats cleaned inside over a utility sink and not where water will run directly into a storm drain? <i>FEWD Permit condition; SWDMP</i>			
6. Are repairs and maintenance to grease traps in accordance with established FMD procedures, and proper records maintained? <i>FEWD Permit condition</i>			
7. Are monthly inspections conducted and recorded? <i>FEWD Permit condition</i>			
8. Are training and inspection records maintained and available for inspection? <i>FEWD Permit condition</i>			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____